



Please Fill Out the Following Information COMPLETELY. An Incomplete Application May Delay Processing of Your Permit.

SIGN PERMIT APPLICATION

Zoning Permit Fee \$15.00
(Payable to St. Mary's County Commissioners)
Paid By: Check Cash
Processed By: _____

Owner Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact Email Address: _____

Applicant Information (If different from Property Owner)

Applicant Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact Email Address: _____

Tax Map: _____ Block: _____ Parcel: _____ Acres: _____ Deed Ref _____
Subdivision: _____ Sec: _____ Lot #: _____ Street Address: _____
Zoning _____ Critical Area Zoning _____ Floodplain Zone: _____ Airport Overlay Zone: _____

Site Plan Requirements

Provide a site plan of the property, drawn to scale, showing the size and location of **all structures and all existing and proposed signs** on the property. Show the width of the building (frontage) or portion thereof used by this business and the setback of the building from the front property line. Show all utility easements and driveways/entrances.

For a free-standing sign

Show the distance from front and side property lines, show the distance from the curb of a public road, show the distance from nearest freestanding sign and all structures, indicate the speed limit of any state highway from which the property is visible.

If a wall or projecting sign, provide an elevation of the building showing the location of the sign.

If off-site sign(s), provide a map showing the location(s) and distances(s) from the business being advertised.

FOR ALL SIGNS – provide a scaled drawing detailing the dimensions of the sign (including height for freestanding signs). If the sign is irregularly shaped, enclose it with a dimensioned rectangle. Free standing signs must show a planted area not less than three feet wide around the base of the sign.

Will the sign be illuminated? No _____ Yes _____ Internally _____ Externally _____ Note: All electrical work is to be done by a St. Mary's County Master Electrician.

Additional Information _____

ATTACHMENTS AS APPLICABLE:

- Contract to provide signage or Written Notarized Permission from the property owner to make this application.
- Recorded Deed(s) showing ownership through 1977 if the property is not in a recorded subdivision.
- Plot plan (dimensioned or drawn to scale), building elevations, sign drawing(s).

SIGN PERMIT FEES (Effective July 1, 2005)
Up to 32 square feet of Sign Area (per sign) = \$60.00
Over 32 square feet of Sign Area (per sign) = \$110.00

Sign Permit Fees are due at the time permits are approved and picked up in the office. Prices are subject to change.

I HEREBY SWEAR AND AFFIRM UNDER PENALTIES OF PERJURY THAT I HAVE THE AUTHORITY TO MAKE THIS APPLICATION AND THAT THE INFORMATION PROVIDED IS ACCURATE AND TRUE.

Property Owner Signature Applicant Signature (if different than Property Owner)

Date of Application: _____